



Gearing Up For Your Transitions

Getting a Federal Job

The information below is from the Office of Personnel Management. [Disability Employment-Getting a Job](#)

When looking for a federal job, keep in mind there are two ways to apply – competitively and non-competitively.

The federal job website [USAJOBS](#) can provide great help in applying for non-competitive and competitive jobs by offering a wide variety of employment opportunity postings. When filling out the application make sure you give thorough information about your skills. The federal government wants details, do not be afraid to write paragraphs about your skills, they want this from everyone. If you answer in just a few words your application may be rejected over someone else that has included the details that prove you can do the job.

To utilize the non-competitive system you will use a Schedule A. This enables you to prequalify for federal positions non-competitively. Individuals with disabilities (including severe physical disabilities, developmental disabilities and psychiatric disabilities) are eligible for excepted service positions within the federal government and are eligible to apply non-competitively to the agencies' merit promotion announcements. In order to be found eligible to apply to a merit promotion announcement based on a disability "Schedule A", you must have been certified by counselors of the State Vocational Rehabilitation Agency or the Department of Veterans Affairs as having a severe disability and as likely to succeed in the performance of the position duties. If you are applying based upon disability "Schedule A" eligibility, at the time of application, you must submit a copy of a letter (dated within the last 12 months) from a State Vocational Rehabilitation Agency, or the Department of Veterans Affairs certifying your eligibility for appointment and your ability to perform the essential duties of the job.

Students and Recent Graduates

The [Workforce Recruitment Program](#), co-sponsored by the Department of Labor's Office of Disability Employment Policy and the Department of Defense, connects postsecondary students and recent graduates with disabilities to positions in the Federal government.

The [Pathways Program](#) provides paths for students and recent graduates, including those with disabilities, to internships and careers in the Federal Government.

Browse [USAJOBS](#) opportunities for students and recent graduates with and without disabilities.

University career centers and disability resource centers may have information on internships and federally sponsored student programs and related jobs.

Interview Process

Agencies make [reasonable accommodations](#) for applicants to provide full access to the application process. During the interview process, the hiring official should ask you questions about your job qualifications and how you would perform the essential functions of the job. Applicants are encouraged to present their qualifications in a positive manner which emphasizes abilities and assets. Sometimes an applicant will choose to anticipate and address job related questions about ways his or her disability may affect performance of critical duties, roles and responsibilities of the job.

Keep in mind that hiring officials are prohibited from asking questions about your disability unless the questions are related to functioning on the job and consistent with the business needs of the position. To review the Equal Employment Opportunity Commission's guidance about questions agencies can ask about an applicant's disability, please see the "[Enforcement Guidance: Pre-employment Disability-Related Questions and Medical Examinations.](#)"

Questions?

If you have any questions about a job filled [non-competitively](#), such as what to submit, how to apply or the status of your application, you may be interested in contacting the agency's [Selective Placement Program Coordinator](#), Disability Program Manager or Human Resources Office.

If you have any questions about a job filled [competitively](#), use the contact information in the USAJOBS vacancy announcement.

Additional Job Search Resources

Review the [Equal Opportunity Publications, Inc.](#) website to learn about a career guidance and recruitment magazine, online job board and career expos.

Agencies' websites also list job announcements. [Browse a list](#) of U.S. Government Departments and Agencies and find their websites.